



City of Tempe

PAYROLL SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	299	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$69,495
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$93,819
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Payroll Supervisor
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Controller or from other management staff.

Exercises direct supervision over professional / paraprofessional payroll accounting staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of responsible experience performing the payroll functions. Supervisory experience is highly desirable.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To supervise and coordinate the City's payroll processing and related systems.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Initiate, coordinate, and review changes or updates to the payroll system, including preparation of requests, reviewing critical test data for new procedures, tax laws, benefits, and payroll deductions; create test scripts for system upgrades; recommend and develop solutions; direct staff on upgrade testing; interpret and document test results; and, compile and interpret related financial reports.
- Evaluate and implement payroll related portions of the proposed Memorandum of Understandings (MOUs) for the City of Tempe Union groups; produce related statistical information and correlating feedback regarding some of the administrative impacts of the MOUs, including system process analysis of the payroll system to determine payroll related effects of the agreements and the compliance with Federal and State laws; and, ongoing monitoring for compliance with the MOU contract.
- Process Citywide payroll and manual checks; review payroll runs, analyze error reports and make adjustments to resolve problems; audit leave time to ensure adherence to leave policies
- Plan, assign and review work of professional/paraprofessional level payroll accounting staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures including performance improvement plans, and provide guidance on the individual development plans.
- Organize and schedule payroll work to meet standards for accuracy and deadlines.
- Process tax levies, child support orders, and garnishments
- Review time sheets from City departments to ensure accuracy, completeness and authorization.
- Review and compare compensation and benefit information entered by the Human Resources Department against pay records to ensure accuracy.
- Provide assistance and review monthly payroll liability reconciliation.
- Supervise, train, plan, assign and review work of the payroll specialist.
- Calculate and ensure timely remittance of all applicable withholding liabilities for City employees including federal, FICA, and state taxes, retirement, garnishments, etc.
- Prepare quarterly and annual tax reports; reconcile annual reports for W-2 processing; review W-2's for accuracy and adherence to federal and state guidelines.
- Ensure regulatory compliance of payroll system to all applicable governmental agencies' guidelines, policies, and procedures.
- Research and remain current on federal and state payroll tax law changes, retirement, benefits and other applicable laws and regulations affecting payroll administration; recommend policy and/or procedures changes.
- Process and reconcile biweekly payroll journal entry and prepare other journal entries as needed.
- Perform research and prepare payroll-related reports for internal divisions and external agencies.
- Maintain existing payroll system; update and/or add earnings codes, deduction codes, cost centers etc.

- Evaluate, test, and implement new payroll accounting systems.
- Review and update internal payroll procedures manual and provide technical assistance to accounting and other department staff.
- Respond to and resolve complex and sensitive issues pertaining to payroll. Perform and/or assist with special assignments as requested.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective July 2003

Revised November 2005 (Professional Accounting degree and responsibilities; range adj)

Revised May 2018 (update reporting relationships)